

Clinical Supervision Note

Complete this note within 24 hours of the supervision meeting. Use client initials only.

Date of supervision

Duration

Supervisor name

Supervisee name

1. Objectives

What this supervision session aimed to accomplish.

Clinical skills, themes, or cases you prioritised.

2. Administrative review

Administrative items addressed.

Paperwork, billing, scheduling, caseload, agency items. Use NA if not applicable.

3. Supervisee presentation

How the supervisee showed up.

Preparedness, openness, where they got stuck, observable affect.

4. Case review

Case 1

Client initials

Summary

Brief presentation of the case as the supervisee described it.

Progress

Changes since last supervision.

Interventions used

What the supervisee tried in session.

Techniques

Specific techniques applied or missing.

Supervisor feedback

Strengths, growth areas, recommendations.

Case 2 (if applicable)

Client initials

Summary, progress, interventions, supervisor feedback

Add as needed.

5. Reflective discussion

Supervisee's own thinking about the cases.

Beliefs, assumptions, blind spots, what surprised them, what challenged them.

6. Supervisory relationship

Relational dynamics

Transference

Countertransference

Resistance

Power dynamics

Parallel processes

7. Multicultural and systemic factors

Cultural, racial, socioeconomic, gender, religious, or systemic considerations.

Affecting the cases or the supervisory dyad. Use NA if not relevant.

8. High-risk and ethical issues

Safety, mandatory reporting, dual relationships, scope of practice, informed consent.

9. Supervisor reflections

Supervisor's observations about the supervisee's development.

Emerging patterns across sessions.

10. Action plan

Concrete steps the supervisee will take before the next session.

With timelines. Use numbered list in your final note.

11. Next supervision

Date

Time

Skip writing this from scratch. Record your supervision meeting with Mentalyc and the AI Note Taker generates this 11-section structure automatically in under two minutes. mentalyc.com/ai-note-taker
